

# SYSTEMS & DATABASE ADMINISTRATOR

## TRICOR CENTRAL OFFICE

Job Class: Executive

\$68,326 – \$87,099 Annually

Location: Nashville, TN



**TRICOR**  
**6185 Cockrill Bend Circle**  
**Nashville, TN 37209**

**For more information contact:**  
**Nikki Turner**  
**615.741.1779**

**To apply send resume/application  
and salary requirements via email to:**

[TRICOR.HumanResources@tn.gov](mailto:TRICOR.HumanResources@tn.gov)



***All State of Tennessee  
facilities are smoke free  
environments.  
The State of Tennessee is  
an equal opportunity, equal  
access, affirmative action  
employer.***

### Job Description:

TRICOR is seeking an exceptional individual for systems and database administration. This position is one of the primary information systems specialists on a team of six. With a user base of approximately 85 free-world staff, the position requires excellent communication skills and the ability to thrive in a culturally diverse organization. The successful candidate is willing to accept new challenges and job assignments that will challenge their knowledge and abilities. Some limited travel to remote correctional institutions across the State with little or no supervision is required. The mission of TRICOR is to prepare offenders for success after release. The TRICOR Information Technology Systems and Database Administrator will enable the TRICOR workforce to achieve its mission through the use of varying technologies. The position will report to the Director of Information Technology.

### Primary Responsibilities:

- Responsible for implementing methods, techniques, and standards for data and database management
- Create enterprise intelligence reports for C-Suite and senior managers and post them to SharePoint
- Uses database documentation, access control and knowledge of enterprise manufacturing procedures to codify and enforce fiscal and operational control points in the database
- Perform daily maintenance procedures on multi-user databases, creates and schedules database specific jobs or recovery jobs that interface with external systems
- Monitor and administer basic RDBMS security, i.e. adding and removing users, changing passwords, administering quotas, reviewing security logs, etc.
- Assist senior DBAs in executing or documenting Disaster Recovery (DR) solutions, testing or documentation
- Provide administration of database to ensure stated uptime goals as provided by management and perform daily maintenance procedures
- Assist senior DBAs and contractors in installations, upgrades and patching of database software, migrations, executing or documenting Disaster Recovery (DR) solutions, testing or documentation
- Evaluates information gathered from users, other staff and historical data to ensure optimal performance and productivity of database systems
- Line of succession responsibility for management of the Information Technology division in the absence of the Director
- Assume responsibility of ancillary duties as assigned by Director and Chief Business Officer
- Performs other duties as assigned

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### Education, Experience and Qualities:

- Graduation from an accredited college or university with Bachelor's degree and five years of professional level experience in the analysis, design, or programming of business information systems utilizing database management systems (e.g., MS SQL Server, DB2, Oracle)
- Government IT experience is a plus
- Minimum 5 years' meaningful experience working in manufacturing and enterprise management system: work orders, manufacturing resource planning, inventory, invoicing, receipting, purchasing, pick-ship, monthly and ad hoc financial reporting
- More than two years' meaningful experience with the following:  
Enterprise business intelligence reporting, Windows Server 2012, Window 10 Pro, remote desk side support of all MS Office suite 2010 – 2016, supporting user, computer and database accounts in Active Directory Federated Services, Domain Services and MS Exchange, MS SQL Server (2008R2, 2012R2, 2016), using or developing content in SharePoint 2013 Enterprise and Sage add-ins for MS Office
- Experience with Sage MAS 500 version 7.4 and Sage Enterprise Management version 11 or 12, Sage Enterprise Intelligence, StarShip, MongoDB and Elasticsearch is preferred
- Must be capable of performing in-depth analytical investigation, computer systems and network forensics
- Demonstrated success in supporting a highly diverse user base in a respectful, customer oriented environment
- Must possess exceptional communication skills, both written and oral
- Must be able to work in a fast paced and multi-faceted enterprise organization and have high tolerance level for the unknown, unexpected and in depth analytical investigation
- Any computer software development or programming experience is a plus
- Must be able to complete forty hours of required institutional training each fiscal year
- Any information Technology Industry certifications are a plus
- Must be able to submit and pass a drug screening test and background check

### Key Competencies:

Interpersonal Skills, Approachability, Composure, Willingness to learn, Teach and transfer knowledge to others, Effective presentation skills, Dealing with Ambiguity, Verbal/Written Communication, Active Listening, Customer Focus, Time Management/Priority Setting, Detail & Results Oriented, Team Oriented, Timely Decision Making, Appropriate Risk Taking Skills, Ability to Maintain Focus on and Complete Long-Running Tasks, Computers, Software, Electronics, Proficient with LAN/WAN Security, Process Management, Integrity and Trust, Problem Solving, and Mathematical and Investigative Skills.



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### State of Tennessee Benefits

|   |                                 |
|---|---------------------------------|
| Health Insurance                          | 401K & Retirement Pension Plans |
| Dental Insurance                          | Textbook Reimbursement          |
| Vision Insurance                          | Continuing Education Discounts  |
| Incentive Plan (subject to plan criteria) | Employee Learning & Development |
| Flexible Spending Accounts                | Life Insurance                  |

For more information regarding health options you may visit:  
<https://www.tn.gov/partnersforhealth.html>

For State of Tennessee pension plan and  
Deferred Compensation – 401K:

<http://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

TRICOR exists to provide occupational and life skills training for Tennessee's incarcerated population through job training, program opportunities, and transitional services designed to assist Offenders with a successful reintegration into society. TRICOR operates multiple businesses inside the State's Prison System that range from call centers and printing to agriculture and manufacturing. TRICOR offers Tennessee's state, county and local government's quality goods and services and competitive pricing.

TRICOR transforms lives on a daily basis.  
TRICOR designs programs to make an impact on the lives of offenders and prepare them for success after release.



TRICOR is committed to continuous performance improvement, which enhances the impact it has on the offender workforce by making them a critical part of a team driven by internationally-recognized high performance standards. To accomplish this, TRICOR uses the Malcolm Baldrige Framework and participates in the Tennessee Center of Performance Excellence (TNCPE) process. TNCPE, a non-profit organization dedicated to making Tennessee a better place to live and work through use of the national Baldrige Excellence Framework, has provided TRICOR with the tools and development necessary to move our organization toward best in class status. Our involvement has not only strengthened our business and program operations, but is providing our offender workforce the opportunity to work and develop their skills in an environment, which prepares them to achieve self-sufficiency once released from prison.